

PROMOTIONAL/TRANSFER OPPORTUNITY
(Open to Current City Employees and those on the eligible list)

ADMINISTRATIVE ANALYST III
(\$24.773 - \$33.704 per hour)

The Department of Financial Management-Treasury Bureau currently has an opening for an Administrative Analyst III position. The position will be assigned to the City Treasurer. This position may be filled at the I, II, or III grade level depending on the experience and qualifications of the successful applicants.

This position's responsibility will be to provide support to the Treasury's revenue operations. This responsibility will include tracking revenues, developing revenue forecasting models, preparing staff reports, developing new/enhanced revenue generating options, and attending conferences and seminars. The position will also be responsible for other duties as assigned.

This position requires extensive experience utilizing MS Excel, MS Word, and MS Access. Ideal candidates will have advanced writing and analytical skills and will be highly motivated and proactive. It is anticipated that this position will have potential cross-training opportunities in the areas of cash, investment and debt operations.

DESIRED QUALIFICATIONS:

- ◆ Intermediate to advanced computer experience, focusing in the areas of Excel, Word and Access.
- ◆ Ability to collect, compile, model, analyze and report statistical data and recommendations to management.
- ◆ Advanced writing skills pertaining to staff reports, Council letters and external correspondence.
- ◆ Intermediate to advanced experience using the City's financial systems (FAMIS & BPREP)
- ◆ Excellent oral and written communications skills
- ◆ Ability and willingness to work on multiple projects concurrently under tight deadlines.
- ◆ Ability and willingness to work overtime.

REQUIREMENTS TO FILE:

This recruitment is open to current classified Administrative Analysts and qualified individuals on the Civil Service Eligibility list. Please submit a letter of interest, resume, and a sample of recently completed analytical work (postmarks, faxes & e-mail will not be accepted) by 4:30 p.m., Friday, January 21, 2005 to:

David Nakamoto, Acting City Treasurer
Treasury Bureau – Department of Financial Management
333 W. Ocean Blvd., 6th Floor
Long Beach, CA 90802

Eligible applicants demonstrating the greatest potential for success will be invited to participate in the interview process.

Equal Opportunity Employer
This information is available in an alternative format by contacting 562-570-6726